# **State of Vermont**

Buildings and General Services Office of Purchasing & Contracting 10 Baldwin St Montpelier VT 05633-7501 United States

7



Vendor ID 0000299130 Tri-State Envelope Corp 1 Orgler PI Ashland PA 17921 United States

Contract ID		Page
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Contract Dates		Origin
08/01/2016 to 07/31/2018		CPŠ
Description:		Contract Maximum
CPS ENVELOPES		\$99,999.00
Buyer Name	Buyer Phone	Contract Status
Wortman.Linda	828-5684	Approved

0.01000

0.00

0.00

	Phone #:					
Line #	# Item ID Item Desc		UOM	Unit Price	Max Qty	Max Amt
1	ENVELOPES		Т	0.01000	0.00	0.00
	COMMERCIAL, WHITE WOVE PLAIN, PER CARTON	24# UNPRINTED, NO-10 REGU	JLAR, RECYCLED WITH MIN	. OF 30% PC CO	NTENT - 2000 I	ENVELOPES
	COST PER THOUSAND FOR MINIM COST PER THOUSAND FOR MINIM					
2	ENVELOPES		Т	0.01000	0.00	0.00
	COMMERCIAL, WHITE WOVE PLAIN SEAM CONSTRUCTION BOTTOM BO HIGH, RECYCLED, PATCH MATERIAL CARTON	RDER OF WINDOW 5/8" FROM	BOTTOM OF ENVELOPE, 7	/8" FROM LEFT E	EDGE, 4 1/2" LC	NG, 1 1/8"
	COST PER THOUSAND FOR MINIMU COST PER THOUSAND FOR MINIMU					
3	ENVELOPES		Т	0.01000	0.00	0.00
	COMMERCIAL, WHITE WOVE, PLAIN CONSTRUCTION COMMERCIAL WHI CARTON					
	COST PER THOUSAND FOR MINIMU COST PER THOUSAND FOR MINIMU					
4	ENVELOPES		Т	0.01000	0.00	0.00
	COMMERCIAL WHITE NO 9 WINDOW	: 24# RECYCLED CONTENT:	30%, POST CONSUMER CO	NTENT: 30% - 2	000 ENVELOPE	S PER CARTO
	COST PER THOUSAND FOR MINIMU COST PER THOUSAND FOR MINIMU					
5	ENVELOPES		Т	0.01000	0.00	0.00
	INDUSTRIAL STANDARD - #7; 6X9.5, CONSUMER CONTENT: 30% - 1000		HT SIDES, 1000 PER CARTOI	N RECYCLED CO	ONTENT: 30%,	POST
	COST PER THOUSAND FOR MINIM	IUM ORDER OF 200 CARTONS	: \$20.97			
6	ENVELOPES		Т	0.01000	0.00	0.00
	INDUSTRIAL STANDARD - #7 WIN, 62 POST CONSUMER CONTENT 30% - COST PER THOUSAND FOR MINIM	1000 ENVLEOPES PER CARTO	N	RTON, RECYCLE	ED CONTENT:	30%,

ENVELOPES, COMMERCIAL, WHITE WOVE, PLAIN, UNPRINTED, NO. 6-3/4,REGULAR, 24#, WHITE WOVE RECYCLED, WITH MIN OF 30% POST CONSUMER CONTENT; RECYCLED CONTENT: 30%, POST CONSUMER CONTENT: 30% - 2000 ENVELOPES PER CARTON

COST PER THOUSAND FOR MINIMUM ORDER OF 200 CARTONS: \$10.71 COST PER THOUSAND FOR MINIMUM ORDER OF 72 CARTONS: \$11.50

**ENVELOPES** 

State of Vermont
Buildings and General Services
Office of Purchasing & Contracting 10 Baldwin St Montpelier VT 05633-7501 United States



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CPS ENVELOPES		\$99,999.00
Buyer Name	Buyer Phone	Contract Status
Wortman.Linda	828-5684	Approved

	Phone	#:				
Line	# Item ID	Item Desc	UOM	Unit Price	Max Qtv	Max Amt
8		ENVELOPES	T	0.01000	0.00	0.00
INDUSTRY STANDARD - #11, 24#, RECYCLED CONTENT: 30%, POST CONSUMER CONTENT: 30% - 2000 ENV						CARTON
		OUSAND FOR MINIMUM ORDER OF 200 CARTONS: \$17.41 OUSAND FOR MINIMUM ORDER OF 72 CARTONS: \$17.96				
9		ENVELOPES	Т	0.01000	0.00	0.00
		9), SUB 24, WHITE WOVE, STOCK: 24 WHITE WOVE, 50% RE ES PER CARTON	ECYCLED CONTE	NT, 10% POST CC	ONSUMER CON	ITENT -
	COST PER TH	OUSAND FOR MINIMUM ORDER OF 200 CARTONS: \$19.05				
10		ENVELOPES	Т	0.01000	0.00	0.00
		OOW ENVELOPE, 4 1/8" X 9 1/2" NO SECURITY TINT, WINDO JIRED - 2000 ENVELOPES PER CARTON	W SIZE AND PLAC	CEMENT TO BE D	ETERMINED, C	CUSTOM DIE
		THOUSAND FOR MINIMUM ORDER OF 200 CARTONS: \$16. THOUSAND FOR MINIMUM ORDER OF 72 CARTONS: \$18.1				
11		ENVELOPES	Т	0.01000	0.00	0.00
		33/4" OUTLOOK, 3 5/8" X 6 1/2", NO SECURITY TINT, WINDO EQUIRED 24# RECYCLED CONTENT: 30%, POST CONSUM				
		OUSAND FOR MINIMUM ORDER OF 200 CARTONS: \$13.35 OUSAND FOR MINIMUM ORDER OF 72 CARTONS: \$14.61				
12		ENVELOPES	Т	0.01000	0.00	0.00
		S - 4-3/4" X 11", 24# RECYCLED CONTENT: 30%, POST CONS ES PER CARTON	SUMER CONTENT	Γ: 30%		
		OUSAND FOR MINIMUM ORDER OF 200 CARTONS: \$20.20 OUSAND FOR MINIMUM ORDER OF 72 CARTONS: \$21.88				
13		ENVELOPES	Т	0.01000	0.00	0.00
		NVELOPE - 4-1/8" X 9.5", MUST HAVE SECURITY TINT, WIND GE 3/4" FROM BOTTOM, 24# WHITE WOVE, RECYCLED CON R CARTON				
		OUSAND FOR MINIMUM ORDER OF 200 CARTONS: \$17.12 OUSAND FOR MINIMUM ORDER OF 72 CARTONS: \$18.60				
14		ENVELOPES	Т	0.01000	0.00	0.00
	MAILING ENVEL PER CARTON	OPES, 10" X 13", 28# WHITE WOVEN, RECYCLED CONTENT	: 30%, POST CON	NSUMER CONTEN	IT: 30% - 500 E	ENVELOPES

COST PER THOUSAND FOR MINIMUM ORDER OF 200 CARTONS: \$50.46

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Contract Dates		Origin
08/01/2016 to 07/31/2018		CPS
Description:		Contract Maximum
CPS ENVELOPES		\$99,999.00
Buyer Name	Buyer Phone	Contract Status
Wortman,Linda	828-5684	Approved

	Phone	e #:				
l ine #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
5		ENVELOPES	T	0.01000	0.00	0.00
	6"X9.5" BOOKLI ENVELOPES PI	ET ENVELOPES, NO WINDOW, 28# WHITE WOVEN, RECYCL ER CARTON	ED CONTENT: 30	9%, POST CONSU	MER CONTENT	: 30% - 100
		HOUSAND FOR MINIMUM ORDER OF 200 CARTONS: \$20.35 HOUSAND FOR MINIMUM ORDER OF 72 CARTONS: \$26.25				
6		ENVELOPES	Т	0.01000	0.00	0.00
		T ENVELOPES WITH WINDOW, WINDOW SIZE AND PLACEM VE, RECYCLED CONTENT: 30%, POST CONSUMER CONTE				E REQUIRE
		HOUSAND FOR MINIMUM ORDER OF 200 CARTONS: \$22.71 HOUSAND FOR LESS THAN 36 CARTONS ORDER: \$49.75				
7		ENVELOPES	Т	0.01000	0.00	0.00
		ET ENVELOPE WITH MACHINE GUM SEAL, 28# WHITE WOV ELOPES PER CARTON	E, RECYCLED CC	NTENT: 30%, PO	ST CONSUMER	R CONTENT
	COST PER TH	HOUSAND FOR MINIMUM ORDER OF 200 CARTONS: \$46.51				
8		ENVELOPES	Т	0.01000	0.00	0.00
		ENVELOPES, 4-1/8" X 9.5", SIDE SEAM REQUIRED, NO SECU VE, 50% RECYCLED CONTENT, 10% POST CONSUMER COI	, (/	- ( /	- , -	TOCK:
		HOUSAND FOR MINIMUM ORDER OF 200 CARTONS: \$13.95 HOUSAND FOR LESS THAN 72 CARTONS ORDER: \$14.82				
9		ENVELOPES	Т	0.01000	0.00	0.00
١	WINDOW SIZE	ENVELOPES, 4-1/8" X 9.5", SIDE SEAM REQUIRED, WINDOW 1-1/8" HEIGHT AND 4.5" IN LENGTH, NO SECURITY TINT, (50 CYCLED CONTENT, 10% POST CONSUMER CONTENT - 250	0) PER BOX (2500	) PER CARTON, S		
	COST PER TH	HOUSAND FOR MINIMUM ORDER OF 200 CARTONS: \$16.54				
20		ENVELOPES	Т	0.01000	0.00	0.00
į	50% RECYCLE	NVELOPES, 3-7/8" X 8-7/8", NO SECURITY TINT, (500) PER BO D CONTENT, 10% POST CONSUMER ES PER CARTON	OX, (2500) PER CA	ARTON, STOCK: 2	24# WHITE WO	VE,
		HOUSAND FOR MINIMUM ORDER OF 200 CARTONS: \$12.98 HOUSAND FOR MINIMUM ORDER OF 72 CARTONS: \$13.60				
1		ENVELOPES	Т	0.01000	0.00	0.00
#	#9 REGULAR W	/INDOW ENVELOPES, 3-7/8" X 8-7/8", NO SECURITY TINT, NE	EED WINDOW SIZI	E AND PLACEMEN	NT, STOCK: 24	# WHITE

#9 REGULAR WINDOW ENVELOPES, 3-7/8" X 8-7/8", NO SECURITY TINT, NEED WINDOW SIZE AND PLACEMENT, STOCK: 24# WHITE WOVE, 50% RECYCLED CONTENT, 10% POST CONSUMER CONTENT - 2000 ENVELOPES PER CARTON

COST PER THOUSAND FOR MINIMUM ORDER OF 200 CARTONS: \$15.52 COST PER THOUSAND FOR MINIMUM ORDER OF 72 CARTONS: \$16.91

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Description:		Contract Maximum
CPS ENVELOPES	3	\$99,999.00
Buyer Name	Buyer Phone	Contract Status
Wortman,Linda	828-5684	Approved

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			Unit	Max	Max
Line # Item ID	Item Desc	UOM	Price	Qty	Amt
22	ENVELOPES	T	0.01000	0.00	0.00

COMMERCIAL 6 3/4" REGULAR ENVELOPES, 3 5/8" X 6.5" NO SECURITY TINT, STOCK: 24# WHITE WOVEN, RECYCLED CONTENT: 50%. POST CONSUMER CONTENT: 10% - 2000 ENVELOPES PER CARTON

COST PER THOUSAND FOR MINIMUM ORDER OF 200 CARTONS: \$10.71 COST PER THOUSAND FOR MINIMUM ORDER OF 72 CARTONS: \$11.50

### CONTRACT TERMS AND ADDITIONAL INFORMATION

STATE OF VERMONT ATTACHMENT C: STANDARD STATE CONTRACT PROVISIONS DATED JULY 1, 2016 AND ATTACHMENT D: COMMODITY PURCHASES TERMS AND CONDITIONS DATED NOVEMBER 10, 2010 ARE ATTACHED AND INCORPORATED AS PART OF THIS ORDER.

SCOPE: PROVIDE ENVELOPES TO LOCATIONS THROUGHOUT THE STATE OF VERMONT ON AN AS NEEDED BASIS.

CONTRACT TERM: THIS CONTRACT IS WRITTEN FOR A PERIOD OF TWENTY FOUR (24) MONTHS WITH THE OPTION TO RENEW FOR TWO (2) ADDITIONAL TWELVE MONTH PERIODS.

TERMS: NET 30 DAYS

QUANTITY: THE ANNUAL VALUE AND QUANTITIES ARE ESTIMATED ONLY BASED ON PRIOR USAGE; ACTUAL PURCHASES MAY BE HIGHER OR LOWER DEPENDING ON THE STATE'S NEEDS. THE CONTRACT MAXIMUM IS NOT REFLECTIVE OF ACTUAL USAGE.

DELIVERY: RESPONSIBILITY FOR PRODUCT DELIVERY REMAINS WITH THE CONTRACTOR UNTIL THE PRODUCT IS PROPERLY DELIVERED AND SIGNED FOR IN ACCORDANCE WITH THE OFFICE OF PURCHASING & CONTRACTING TERMS AND CONDITIONS. SHIPMENTS SHALL BE SECURELY AND PROPERLY PACKED, ACCORDING TO ACCEPTED COMMERCIAL PRACTICES, WITHOUT EXTRA CHARGE FOR PACKING CASES OR OTHER CONTAINERS. SUCH CONTAINERS WILL REMAIN THE PROPERTY OF THE STATE UNLESS OTHERWISE STATED. DELIVERED GOODS THAT DO NOT CONFORM TO THE SPECIFICATIONS OR ARE NOT IN GOOD CONDITION UPON RECEIPT SHALL BE REPLACED PROMPTLY BY THE CONTRACTOR.

PRICING: ALL EQUIPMENT PRICING IS TO INCLUDE F.O.B. DELIVERY TO THE ORDERING FACILITY. NO REQUEST FOR EXTRA DELIVERY COST WILL BE HONORED. ALL EQUIPMENT SHALL BE DELIVERED ASSEMBLED, SERVICED, OILED, AND READY FOR IMMEDIATE USE, UNLESS OTHERWISE REQUESTED BY THE PURCHASING AGENCY.

QUALITY: ALL PRODUCTS PROVIDED UNDER THESE AGREEMENTS WILL BE NEW AND UNUSED, UNLESS OTHERWISE STATED. FACTORY SECONDS OR REMANUFACTURED PRODUCTS WILL NOT BE ACCEPTED UNLESS SPECIFICALLY REQUESTED BY THE PURCHASING AGENCY. ALL PRODUCTS PROVIDED BY THE CONTRACTOR MUST MEET ALL FEDERAL, STATE, AND LOCAL STANDARDS FOR QUALITY AND SAFETY REQUIREMENTS. PRODUCTS NOT MEETING THESE STANDARDS WILL BE DEEMED UNACCEPTABLE AND RETURNED TO THE CONTRACTOR FOR CREDIT AT NO CHARGE TO THE STATE.

METHOD OF ORDERING: PURCHASE ORDERS MUST BE USED TO ORDER ITEMS AVAILABLE UNDER THIS CONTRACT. IF VERBAL ORDERS ARE GIVEN A CONFIRMING PURCHASE ORDER MUST BE ISSUED.

INVOICING: ALL INVOICES ARE TO BE RENDERED BY THE CONTRACTOR ON THE VENDOR'S STANDARD BILLHEAD AND FORWARDED DIRECTLY TO THE INSTITUTION OR AGENCY ORDERING MATERIALS OR SERVICES AND SHALL SPECIFY THE ADDRESS TO WHICH PAYMENTS WILL BE SENT.

CANCELLATION: THE STATE SPECIFICALLY RESERVES THE RIGHT TO CANCEL THE CONTRACT, OR ANY PORTION THEREOF, IF, IN THE OPINION OF ITS COMMISSIONER OF BUILDINGS AND GENERAL SERVICES, THE SERVICES OR MATERIALS SUPPLIED BY THE CONTRACTOR ARE NOT SATISFACTORY OR ARE NOT CONSISTENT WITH THE TERMS OF THE CONTRACT

DEFAULT: IN CASE OF DEFAULT OF THE CONTRACTOR, THE STATE MAY PROCURE THE MATERIALS OR SUPPLIES FROM OTHER SOURCES AND HOLD THE CONTRACTOR RESPONSIBLE FOR ANY EXCESS COST OCCASIONED THEREBY, PROVIDED, THAT IF PUBLIC NECESSITY REQUIRES THE USE OF MATERIALS OR SUPPLIES NOT CONFORMING TO THE SPECIFICATIONS THEY MAY BE ACCEPTED AND PAYMENT THEREFORE SHALL BE MADE AT A PROPER REDUCTION IN PRICE.

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Buyer Name	Buyer Phone	Contract Status
Wortman.Linda	828-5684	Approved

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Line # Item ID Item Desc UOM Price Qty Amt

REPORTING REQUIREMENTS: CONTRACTORS WILL BE REQUIRED TO SUBMIT QUARTERLY PRODUCT SALES REPORT TO THE

PURCHASING AGENT PURSUANT TO THE SCHEDULE BELOW. EACH REPORT MUST CONTAIN THE FOLLOWING INFORMATION: CONTRACT

NUMBER; USING DEPARTMENT'S ADDRESS, CONTACT NAME, AND TELEPHONE NUMBER; PRODUCT ORDERED; QUANTITY ORDERED;

QUANTITY SHIPPED; AND PRICE CHARGED, WITH TOTALS FOR EACH PRODUCT FOR EACH REPORTING PERIOD. WE RESERVE THE

RIGHT TO REQUEST ADDITIONAL INFORMATION OR TO MODIFY THE REPORTING PERIODS.

REPORTING PERIODS: QUARTERLY REPORTS MUST BE SUBMITTED IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

REPORTING PERIOD: JANUARY 1 TO MARCH 31 - REPORT DUE APRIL 15

REPORTING PERIOD: APRIL 1, TO JUNE 30 - REPORT DUE JULY 15

REPORTING PERIOD: JULY 1 TO SEPTEMBER 30 - REPORT DUE OCTOBER 15
REPORTING PERIOD: OCTOBER 1 TO DECEMBER 31 - REPORT DUE JANUARY 15

CONTRACT TERMS: THIS CONTRACT WILL BE SUBJECT TO REVIEW THROUGHOUT ITS TERM. THE STATE WILL CONSIDER CANCELLATION UPON DISCOVERY THAT A VENDOR IS IN VIOLATION OF ANY PORTION OF THE AGREEMENT, INCLUDING AN INABILITY BY THE VENDOR TO PROVIDE THE PRODUCTS, SUPPORT, AND/OR SERVICE OFFERED IN THEIR RESPONSE.

VERMONT STATE COLLEGES: THIS CONTRACT IS ALSO AVAILABLE FOR USE BY THE UNIVERSITY OF VERMONT AND THE VERMONT STATE COLLEGES INC., A SEPARATE CORPORATION, HAVING UNDER ITS JURISDICTION CASTLETON STATE COLLEGE, JOHNSON STATE COLLEGE, LYNDON STATE COLLEGE, COMMUNITY COLLEGE OF VERMONT, AND THE VERMONT TECHNICAL COLLEGE.

TOWNS AND SCHOOLS OF THE STATE OF VERMONT: AT THE BIDDER'S ELECTION POLITICAL SUBDIVISIONS AND INDEPENDENT COLLEGES OF THE STATE MAY PARTICIPATE IN STATE CONTRACTS AT THE SAME PRICES, TERMS AND CONDITIONS. ITEMS FURNISHED TO POLITICAL SUBDIVISIONS AND INDEPENDENT COLLEGES WILL BE BILLED DIRECTLY TO AND PAID FOR BY THE POLITICAL SUBDIVISIONS OR INDEPENDENT COLLEGES AND NEITHER THE STATE NOR ITS COMMISSIONER OF BUILDINGS AND GENERAL SERVICES PERSONALLY OR OFFICIALLY ASSUMES ANY RESPONSIBILITY FOR THESE PAYMENTS.

AGENCIES & DEPARTMENTS ARE REQUESTED TO ADVISE THE PURCHASING AGENT AT ONCE OF THE FAILURE ON THE PART OF THE CONTRACTOR TO FULFILL ANY OF THE TERMS OR CONDITIONS OF THIS CONTRACT.

PLEASE REFER TO THE ASSIGNED CONTRACT NUMBER/PURCHASE ORDER # ON ALL CORRESPONDENCE, DELIVERY DOCUMENTS AND INVOICES.

THE VISA PURCHASING CARD MAY BE USED AS A FORM OF PAYMENT UNDER THIS CONTRACT.

CONTACT: JOHN SWENSEN

EMAIL: JSWENSEN@TRISATE-ENVELOPE.COM

PHONE: 212-736-3110

IF YOU HAVE ANY QUESTIONS REGARDING THIS DOCUMENT PLEASE CONTACT: LINDA WORTMAN PURCHASING AGENT 802-828-4658 FAX # 802-828-2222 linda.wortman@vermont.gov

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Wortman Linda	828-5684	Approved

Email:\_\_\_\_\_

Phone #:		
Line # Item ID Item Desc	Unit Max UOM Price Qty	Max Amt
WE THE UNDERSIGNED PARTIES AGREE TO BE	BOUND BY THIS CONTRACT	
By the STATE of VERMONT	By the CONTRACTOR	
Date:	Date:	<del></del>
Signature:	Signature:	<del></del>
Name:	Name:	
Title:	Title:	